

**EMPLOYMENT OPPORTUNITY
U.S. EMBASSY RECREATION ASSOCIATION
AMERICAN EMBASSY, RIYADH**

JOB TITLE: Assistant Accountant/Cashier

HOURS: Part-Time, 35 hours/wk with overtime as necessary including evenings and weekends.

SALARY: Negotiable dependent upon interview

The United States Embassy Recreation Association (USERA) is seeking a qualified local hire for the position of Asst. Accountant/Cashier reporting to the Lead Accountant of USERA, Riyadh. This contract is for one year. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

MAJOR DUTIES AND RESPONSIBILITIES:

- Manage cashier floats and office petty cash funds. Reconcile all bank accounts monthly and petty cash funds daily.
- Assist in the Management of all accounts payable and accounts receivable. Collect rent from all USERA managed TDY apartments and verify all rent due is received.
- Sell event tickets
- Prepare semi-monthly payroll for all USERA employees. Calculate, apply and remit payroll deductions for all US employees.
- Record transactions in QuickBooks – deposits, petty cash transactions, accounts payable and receivable, payroll, monthly journal entries, budgets.
- Assist lead accountant in the preparation of monthly financial statements and variance to budget reports for distribution to USERA General Manager and Board of Directors. Assist with journal entries for depreciation and prepaid insurance, employee accruals (homeward passage, vacation, severance and Ramadan bonuses), and any other accruals (including professional fees, embassy logistical support, deferred revenue and TDY apartment assessment). Assist in the verification of end of month tea inventory with Tea Oasis manager. Obtain counts or estimates for all other inventories (cafeteria, gift shop, Uncle Sam's food and beverage) and prepare journal entries for inventory transfers and cost of sales.
- Coordinate and Manage yearend audit process with Lead Accountant. Assist lead accountant to ensure all deadlines are met and required reports submitted to CR (office of Commissary and Recreation in Washington) on time. After each June 30, submit 6 month financial statements to CR as requested by CR.
- Assist in preparation of the annual budget (with lead accountant) for approval by USERA General Manager.
- Assist USERA General Manager with administration duties as requested. May include employee relations, insurance, Board of Directors elections, capital projects management, TDY apartment management, etc.
- Perform other duties as maybe assigned by the General Manager

DESIRED QUALIFICATIONS

- Professional Accounting Designation (and/or 5 years work experience as a bookkeeper/accountant)
- Experience with PC based accounting, spreadsheet and word processing software is essential. (Quickbooks, Microsoft Excel and Microsoft Word is preferred.)
- Must possess good organizational skills, be flexible and enjoy working with people.

APPLICATION PRODEDURE:

- Applicants should submit a current resume with cover letter to the USERA office by May 30, 2012.
- Forward resume to useraevents@yahoo.com or contact 488-3800 ext 4800.